

**D.N.J. LOCAL FORM 4**

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEW JERSEY

**ACCOUNTANT FEE APPLICATION COVER SHEET**

IN RE: \_\_\_\_\_ APPLICANT: \_\_\_\_\_

CASE NO: \_\_\_\_\_ CLIENT: \_\_\_\_\_

CHAPTER: \_\_\_\_\_ CASE FILED: \_\_\_\_\_

COMPLETION OF THIS FORM CONSTITUTES A CERTIFICATION  
UNDER PENALTY OF PERJURY. RETENTION ORDERS ATTACHED.

\_\_\_\_\_  
SIGNATURE OF APPLICANT      DATE

SECTION I  
FEE SUMMARY

INTERIM FEE APPLICATION NO. \_\_\_\_\_

TOTAL PREVIOUS FEE REQUESTED: \$ \_\_\_\_\_

TOTAL FEES ALLOWED TO DATE: \$ \_\_\_\_\_

TOTAL RETAINER (IF APPLICABLE) \$ \_\_\_\_\_

TOTAL HOLDBACK (IF APPLICABLE) \$ \_\_\_\_\_

TOTAL RECEIVED BY APPLICANT \$ \_\_\_\_\_

NAME OF PROFESSIONAL & TITLE	HOURS	RATE	FEE
1.			
2.			
3.			
4.			
5.			
6.			
7.			

FEE TOTALS - PAGE 2

DISBURSEMENTS TOTALS - PAGE 3

TOTAL FEE APPLICATION

SECTION II  
SUMMARY OF SERVICES

SERVICES RENDERED	HOURS	FEE
a) Telephone Calls		
b) Correspondence Drafted/Reviewed		
c) Court Appearances & Trial Preparation		
d) Planning and Administration: (1) Staff Meetings (2) Work Program & Scope of Services	 _____ _____	 _____ _____
e) Meetings with Parties to Case		
f) Review of File		
g) Travel Time		
h) Analyze Cash Flow and Debtor Performance		
I) Analyze Assets and Liabilities		
j) Maintenance and Preparation of Books		
k) Prepare and Review DIP Reports		
l) Prepare Financial Statements and Reports		
m) Prepare Payroll and Income Tax Returns		
n) Obtain and Inventory Records		
o) Investigate and Documentation of Preferences and Fraudulent Conveyances		
p) Analyze and Document Proof of Claim		
q) Prepare Schedules and Statement of Financial Affairs		
r) Plan and Disclosure Statement Services		
s) Prepare Fee Application		
t) Other Services: _____ _____ (Continue other services to a separate page if needed.)	 _____ _____	 _____ _____
SERVICES TOTAL:		

SUMMARIZE THE SERVICES RENDERED IN NARRATIVE FORM:

SECTION III SUMMARY OF DISBURSEMENTS	
DISBURSEMENTS	AMOUNT
a) Telephone	
b) Messenger Service	
c) Photocopying No. of Pages ____ Rate per Page ____	
d) Travel	
e) Postage	
f) Overnight Mail	
g) Facsimile Charges	
h) Other (explain) _____ _____ _____	_____ _____ _____
DISBURSEMENT TOTAL:	

---

SECTION IV  
CASE HISTORY

---

- (1) DATE CASE FILED:
- (2) CHAPTER UNDER WHICH CASE WAS COMMENCED
- (3) DATE OF RETENTION:  
(ANNEX COPY OF ORDER(S)  
IF LIMIT ON NUMBERS OF HOURS OR OTHER LIMITATIONS TO  
RETENTION, SET FORTH:

[Effective April 15, 1993]